

U.S. Department of Housing  
and Urban Development



# Request for Proposals

Contract Administrators for

Project-Based Section 8

Housing Assistance Payments (HAP) Contracts

**Amendment No. 1 - August 2, 1999**

## Amendment No. 1 to the RFP

### 1. **Introduction.**

- Paragraph 2, last sentence, delete 9, insert 8.
- Paragraph 2, at the end of the paragraph, add the following:

In addition, the following projects will not be transferred to contract administrators.

HUD-owned projects

Projects in foreclosure pipelines

Projects classified as MIP(mortgagee-in-possession)

Projects referred to the Enforcement Center

Projects where the owner has advised that they intend to  
“opt-out”

- Paragraph 4, second sentence, add at the end “and the District of Columbia.”
- Paragraph 4, last sentence, delete the sentence after the word other” and insert the following: public or private, profit or non-profit entities.

### 2. **Section 3, Statement of Work**

- Section 3.3, Rental Adjustments. Under References add: Housing Notices H-99-08, H-99-13, H-99-15 and Internal Housing Memorandums dated 2/9/99 and 5/7/99.
- Section 3.4, Opt-Out and Contract Termination. Under References add: Housing Notices H-99-08, H-99-13 and Internal Housing Memorandums dated 2/9/99 and 5/7/99.

- Section 3.4, Opt-Out and Contract Termination. Under References add: Housing Notices H-99-08, H-99-13 and Internal Housing Memorandums dated 2/9/99 and 5/7/99.
- Section 3.7, Section 8 Budgets, Requisitions, Revisions and Year-end Statements. First paragraph, last sentence should read: Year-end settlement statements must be prepared and submitted within 45 days of the end of the CA's fiscal year.
- Section 3.8, Contract Administrator's Audit. Third paragraph under Requirements, delete FMC, insert HUD.
- Section 3.10, Renewals of Expiring Section 8 Contracts. Under References add: Housing Notices H-99-08, H-99-13 and Internal Housing Memorandums dated 2/9/99 and 5/7/99.
- Section 3.12, Physical Inspection. Under References add: Housing Assistance Payments (HAP) Contract.

### 3. **Section 5.1, Service Area Designation**

- First paragraph, add to the end of the second sentence "and the District of Columbia."
- First paragraph, add to the end of the third sentence "and the District of Columbia."

### 4. **Section 5.2, Proposal Organization**

- First paragraph, number 1, Understanding and Technical Approach, delete 20, insert 30.

- Add the following as paragraph 5.

The proposal shall include an additional page placed before the appendix. This page does not count toward the page limitation. This page shall state whether or not any member of the Offeror Bidding Team has or is currently serving as a Contract Administrator. If the answer is yes, identify the team member or members.

#### 5. **Section 5.3, Proposal Due Date**

- First paragraph is to be changed as follows:

Offerors must submit proposals no later than 5:00pm, MDT, Wednesday, August 25, 1999. Offerors must submit proposals to:

U.S. Department of Housing and Urban Development  
Attention: Denver Multifamily Hub  
633 17<sup>th</sup> Street, 11<sup>th</sup> Floor  
Denver, CO 80202-3607

#### 6. **Section 7.1, Understanding and Technical Approach**

- Second paragraph, insert 120, delete 60.

#### 7. **Section 7.1.1, Data Systems**

- Add to the end of the first paragraph: CAs must ensure that all systems are virus free.